

I-49 Connector Pre-Submittal Meeting February 5, 2014

Contract No. 4400004128

State Project No. H.004273.5

I-49 Connector

Lafayette Regional Airport to I-10/I-49/US 167 Interchange
Lafayette Parish



Purpose of Meeting

- Reiterate important requirements
- High-light changes to “normal” ads
- 24-102 format
- Q & A's

Consultant Contract Services Staff

- Alan Dale – Consultant Contract Services Administrator
- Debbie Guest – Assistant to the CCSA
- Kathy Ward – Contracts/Grants Manager
- Heather Huval – Contracts/Grants Reviewer

Project Evaluation Team

- Alan Dale – Ex officio
- Ed Wedge – Project Manager
- ZhengZheng “Jenny” Fu
- Chad Winchester
- Joe Arretteig
- ~~Steve Meunier~~

DBE Goal Project

DBE Goal of 3% over the life time of the project

QC/QA

- Bridge QC/QA plan submitted as part of DOTD form 24-102
- How the consultant's QC/QA program will be addressed during the term of the contract will be a required item of the Interview/Presentation

Contract Time and Compensation

- Contract Time – tasks and overall contract time negotiated and approved by the DOT Project Manager
- Compensation – It is anticipated that all DOTD contract types (i.e., cost-plus, lump sum, cost per unit work, specific rates of compensation) will be used during the lifetime of the project.
- Direct Expenses – refer to new contract language (see next slide)

Direct Expenses

Contract Language – direct expenses - 2014

The negotiation shall include listing of all direct expense items which are not paid for in the firm's overhead which are needed and will be consumed during the life of a task order. Standard equipment to be used in the provision of services rendered for this contract will not be considered for payment under direct expenses. Failure to provide the above information will deem items as non-qualifying for direct expenses.

The consultant shall provide a minimum of three rate quotes for any specialty vehicle or equipment. Any and all items for which said quotes are not submitted shall be deemed as non-qualifying for payment as direct expenses.

Negotiation Timelines

- Notification of Selection to kick-off meeting – 15 Calendar Days
- Notification of Selection to scope proposal – 30 Calendar Days
- Notification of Selection to Negotiations Complete – 90 Calendar Days

Minimum Personnel Requirements

- Principal member from the Prime
- Principal and/or Responsible Member from Prime or Sub for all major preconstruction services (i.e., Bridge, Road, Geotechnical, Survey)

PRINCIPAL - Individuals assigned with the legal responsibility for management of the firm. They may be owners, partners, corporate officers, associates, administrators, etc.

RESPONSIBLE MEMBER - Individuals assigned with the Responsible Charge as defined in R.S. 37:682. It shall mean individuals with the direct control and personal supervision of engineering work or land surveying, as the case may be.

Evaluation Criteria

- Complex/Specialty type contract
- Weighting factors revised (see next slide)
- Project Evaluation Team will provide Firm Size rating
- Percentages shown are for grading purposes ONLY.
- Two Tier Selection with Tier I counting towards 60% of the overall score.
- 3 to 5 (if 3 to 5 are qualified) Teams will be invited to the Tier II Presentations
- Prime can perform less than 50% of the overall contract, but must perform the greater percentage

Evaluation Criteria con't

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 6; **
2. Consultant's personnel experience on similar projects, weighting factor of 5; **
3. Consultant's firm size as related to the estimated project cost, weighting factor of 4; **
4. Consultant's past performance on similar DOTD projects, weighting factor of 8;***
5. Consultant's current work load, weighting factor of 1;
6. Location where the work will be performed, weighting factor of 1.
7. Consultant's Interview/Presentation.

** Subjective ratings performed by the Project Evaluation Team. The services rated and the percent of the overall evaluation are: bridge design services (45%), road design services (25%), survey services (10%), geotechnical explorations/geotechnical design services (10%), and all other services (10%).

** The Bridge Design (BZ) (50%), Road Design (RX) (30%), Survey (SV/LS) (10%) and Geotechnical Explorations/Geotechnical Design (GE/GD) (10%) past performance ratings will be used for this project

Communication Protocol

- The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator
- Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one and group meetings

Insurance

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of **\$5,000,000**. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance

Submittal Requirements

- An electronic copy (USB flash drive or other commonly used media) must also be submitted in Portable Document Format (.pdf).
- 24-102 Format for Prime
 - Complete sections 1 thru 9b per form instructions
 - In section 10, include resumes of all team members (Prime and Subs) broken up into the major disciplines (Bridge, Road, Survey, Geotechnical and Other). The resumes do not have to be in alphabetical order
 - Complete Sections 11 and 12 per form instructions
 - Complete Section 13. The response shall be limited to 10 pages or less
 - Complete Section 14 per form instructions

Submittal Requirements con't

- 24-102 Format for Sub
 - Complete Sections 1 thru 6 and 11 thru 14 as per form instructions

Clarifications

DOTD reserves the right to request clarifications concerning the submittal.

Closing Date

The DOTD Form 24-102 will be identified with **Contract No. 4400004128**, (**State Project No. H.004273.5**) and will be submitted **prior to 3:00 p.m. CST on Tuesday, February 18 , 2014**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

Future Addenda

- Steve's replacement on the PET
- Potential extension of submittal deadline
- Selected firm to provide copy of presentation to DOTD prior to contract execution
- Changes suggested from this meeting

